



**OFFICE ASSISTANT (GENERAL) and (TYPING) Series  
7500-1441-0PB04**

This multi-level examination is for:

7500-1441-0PB04 OFFICE ASSISTANT (GENERAL)  
7500-1379-0PB04 OFFICE ASSISTANT (TYPING)

Department(s):	State Personnel Board/Statewide
Opening Date:	3/15/2010 1:05:00 PM
Closing Date:	Continuous
Cut-off Date:	1/14/2015
Type of Examination:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY: Office Assistant General - \$2,074.00 to \$2,770.00 Office Assistant Typing - \$2,143.00 to \$2,826.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

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#### INTRODUCTION

***Please read important exam date information: Due to the new State of California Jobs website the Office Assistant (General) & (Typing) examinations will be suspended on January 6, 2012 until late February 2012. Please check periodically for any new developments.***

***Message updated 1/30/2012***

## EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** Click on the link to the Internet Examination at the bottom of this bulletin.

**Testing Period:** Once you have taken the examination, you not reapply for 12 months. Eligibility expires 24 months after it is established. Competitors must then retake the Readiness Evaluation to reestablish eligibility.

## SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

## ELIGIBLE LIST INFORMATION

A candidate may be tested only once in a 12-month period. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of test date. The names will remain on the list for a period of 24 months.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements on the date they complete and submit their application and schedule a written test appointment via the Office Assistant Internet Application Process.

## MINIMUM QUALIFICATIONS

### OFFICE ASSISTANT (GENERAL)

#### EITHER I

One year of experience in California state service performing the duties of an Assistant Clerk.

#### OR II

**Education:** Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

## **OFFICE ASSISTANT (TYPING)**

### **EITHER I**

One year of experience in California state service performing the duties of an Assistant Clerk.

### **OR II**

**Education:** Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

#### **POSITION DESCRIPTION**

An Office Assistant (General) is the entry, trainee working level for this class. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, and/or learn to perform a variety of full journey level general clerical duties.

An Office Assistant (Typing) is the entry, trainee working level for this class. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, and/or learn to perform a variety of journey level general clerical duties. Typically, typing encompasses a significant proportion of the work time.

#### **EXAMINATION INFORMATION**

This examination will consist of a written examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

#### **WRITTEN TEST - WEIGHTED 100.00%**

##### **KNOWLEDGE AND ABILITIES**

1. Correct usage of spelling, punctuation and grammar.
2. Vocabulary.
3. Accuracy in comparing pairs of names, comparing pairs of numbers.
4. Alphabetizing and numerical ordering.
5. Basic Math.
6. Reading comprehension, following written directions and interpreting written tables.

##### **DISTINGUISHING CHARACTERISTICS**

#### **SPECIAL PERSONAL CHARACTERISTIC**

A demonstrated interest in assuming increasing responsibility.

#### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

#### **CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact the:  
State Personnel Board  
Examination Services Unit  
801 Capitol Mall, Sacramento, CA 95814

(866) 844-8671, TDD (916) 653-6336.

## **SPECIAL REQUIREMENTS**

### **Office Assistant Typing Only:**

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

## **GENERAL INFORMATION**

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time,

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## TAKING THE EXAM

[Click here to go to schedule written exam](#)